

TRAVEL INFORMATION - CONCUR – Christopherson Business Travel

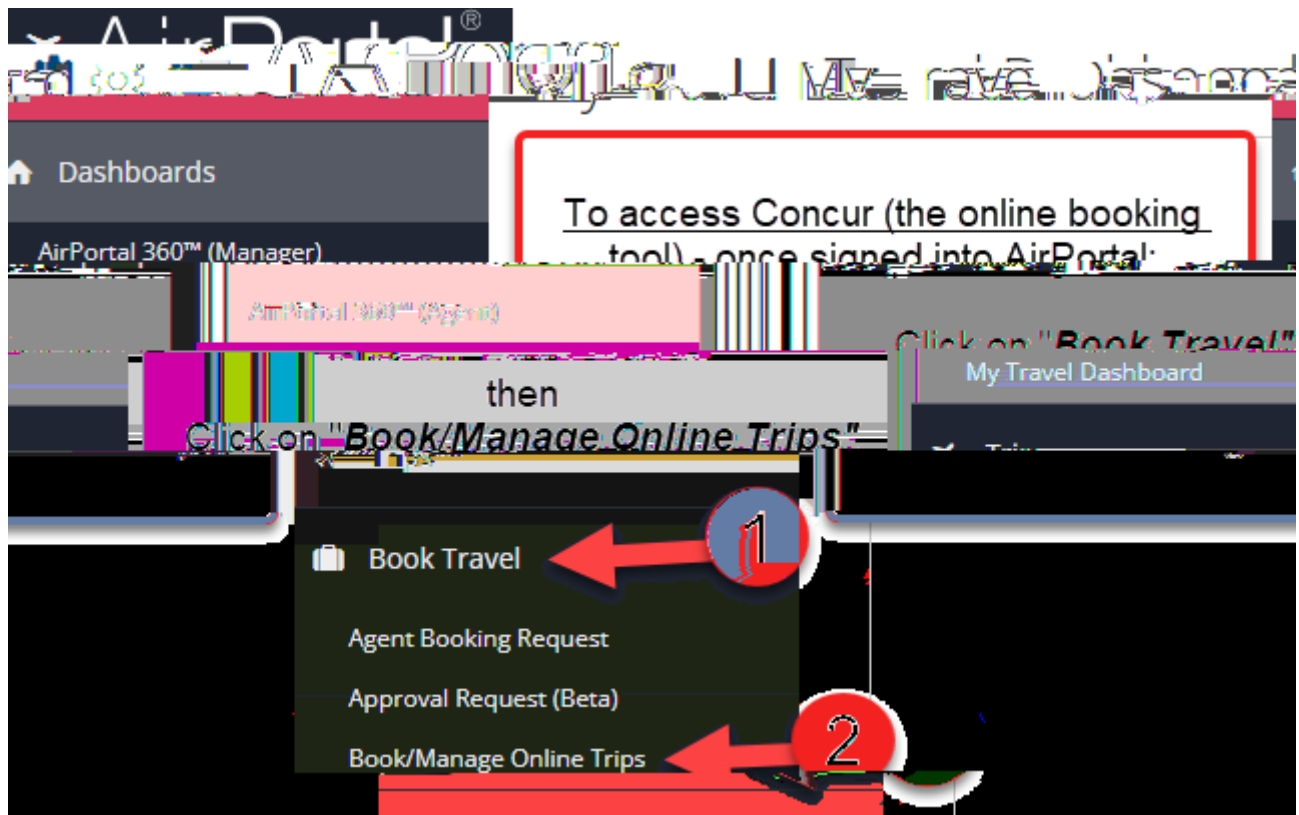
Use the following link to complete a new travel profile:

<https://legacy.cbtravel.com/business/profile/stateofla/>

Once completed, it will take approximately 24 hours for the profile to be approved and activated. Once activated, access to the system will be available.

Attached are some helpful documents for the online booking tool, Concur. You will access Concur via AirPortal.

Once in AirPortal you will click on Book Travel and then Book/Manage Online Trips.



*Important note - When booking in Concur you need to always make sure to follow the process until you reach the "Finished" page (see below).



Please note - If you ever need to cancel a reservation - you can cancel via Concur. You will log in the same way as above, go to your Trip Library or your Upcoming Trips, find your trip and to the right of the trip name it will say "Cancel Trip".

Please feel free to contact Online Support any time you have a question or concern. Online Support may be reached by calling 888-535-0179 or via email onlinesupport@cbtravel.com.

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